

**NOTICE: STATE OF EMERGENCY DECLARATION EFFECTIVE 3-30-20** UNTIL FURTHER NOTICE TOWN HALL IS CLOSED BUT THIS MEETING WILL BE ON THE ZOOM VIRTUAL PLATFORM AT :

<https://us02web.zoom.us/j/89329193016?pwd=eVNKY0Y2cDlwT1N4TTdh eFgybHhXdz09>

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE PUBLIC MEETING BY CONNECTING THROUGH THE ZOOM LINK ABOVE  
OR: Meeting ID: 893 2919 3016 Password: 483109

**COMMUNITY PRESERVATION COMMITTEE**  
**Thursday, June 3, 2021 Veteran's Memorial Building, 7:00 P.M. ZOOM**  
**AGENDA**

7:00 p.m. **Creation of Management Plan for Conservation Lands Funding Req.**  
Conservation Commission; - **(File No. 2022-001)**  
Carol Hayes Funds Requested: \$10,000.00 (Open Space/Recreation)

**Other Business:** Approval/Acceptance of ZOOM Minutes from April 8, 2021

**Note(s):** Annual Televised CPC Meeting – Thursday, Sept. 9, 2021 at 7:00 PM

**Scheduled Meeting(s):**

Correspondence  
Bills

*The listed agenda items are those reasonably anticipated by the Chair to be discussed at the meeting. The Committee may address and consider other matters not specified to the extent permitted by law.*

Camille Standley is inviting you to a scheduled Zoom meeting.

Topic: Camille Standley's Zoom CPC Meeting

Time: Jun 3, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89329193016?pwd=eVNKY0Y2cDlwT1N4TTdheFgybHhXdz09>

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One tap mobile

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**Appendix 1 – Millis Community Preservation Funding Request**

**Date: 5/11/2021**

**Project Title: Creation of a Management Plan for Conservation Lands**

**Full Name of Entity Submitting Application: Conservation Commission**

**Contact Person: Carol Hayes**

**Address: 3 Dean Street**

**Telephone: 718-496-6403**

**Email: hayes.carol@gmail.com**

Purpose: Please check all that apply:

Open Space  Community Housing

Historic Preservation  Open Space / Recreation

Amount of CPA Funding Requested: \$   \$10000   ( Provide summary

below) Estimated Costs:

<b>Fiscal Year*</b>	<b>Total Project Cost</b>	<b>CPA Funds requested</b>	<b>Other Funding Sources and Amounts</b>
<b>2021</b>	<b>\$0</b>	<b>\$0</b>	
<b>2022</b>	<b>\$10000</b>	<b>\$10000</b>	
<b>2023</b>	<b>\$0</b>	<b>\$0</b>	
<b>2024</b>	<b>\$0</b>	<b>\$0</b>	

\* Fiscal year begins on July 1 of the previous calendar year

Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:



## **Creation of a Management Plan for Conservation Lands**

### **A proposal for the Community Preservation Committee**

The Conservation Commission is charged with protecting the natural resources of the town of Millis. In its charge are a number of properties given to the commission to preserve as green space for the community of Millis. At present, the Conservation Commission has 9 properties: Pleasant Meadows Farm, Village Street Conservation Area, Cassidy Property, Richardson's Pond, South End Pond, Pleasant Street Conservation Area, Charles River Natural Valley Storage Areas, Apple Knoll Farm, and Bogastow Brook. The Conservation Commission does not receive any funding to care for these properties. Most of these spaces are therefore under-utilized by citizens of the town due to the lack of mapping, trails and poor states of maintenance.

The Conservation Commission would like the town residents to be able to enjoy these open spaces. In order to realize this goal, the commission needs to create a management plan for their properties. The Conway School of Landscape Design ([For Communities | The Conway School \(csl.d.edu\)](http://ForCommunities|TheConwaySchool(csl.d.edu))) is an accredited school which teaches students land design that is ecologically and socially sustainable. We propose using the Conway School to create a plan for the conservation areas in Millis. The 2019 Open Space and Recreation Plan recommended that the conservation lands in Millis be evaluated and mapped based on their resources. Management recommendations are also needed so the town can plan for future needs. This school can help the commission meet both these goals.

The Millis Conservation Commission is interested in using the Conway School to create a project that would use existing town mapping data (Mass GIS) to properly map the conservation areas currently under the management of the Conservation Commission and create a plan that would evaluate the assets at each property and make recommendations for land management strategies. The plan can also include recommendations for trail locations and other recreational uses. The students would also give two community outreach sessions throughout the project, to engage with the community in the design of the plan. They help identify problems, analyze and assess resources, organize and present relevant data, clarify and prioritize goals, identify stakeholders, improve communication among community groups and boards, provide access to new resources and provide models of successful design or planning projects. As a result, this plan will increase community awareness about the conservation lands in our town and create a stepwise guide to achieve our goals of having usable open space.

The Conservation Commission would ask the Conway school to provide the following outcomes in the developed plan.

1. A plan and estimated annual cost for maintenance. As maintenance costs will have to come from the operating budget of the town, as approved by the Finance Committee, the Select Board and the initial year's warrant.
2. A 10-year capital improvement plan with budgets and priorities. This money comes out of different funds and could access funding from CPC or other grants. This would give us something to put in front of the capital planning committee.
3. A strategy and criteria for acquiring new properties. This would serve as a road map in decision making should other parcels become available.

The fee for this plan is \$10000, with half due at the beginning of the Winter term 2022 (Jan – March ) and the other half due at the end of the term. They do also ask for reimbursement for student travel to the site, which is estimated at \$250, which would come from the Conservation Commission. We are requesting a total of \$10000 for the creation of a management plan for the Millis conservation properties.



## About the Conway School

**Founded** in 1972 as a hands-on design school, Conway prepares students for professional practice by putting them to work, with faculty, on real projects for communities and non-profits.

The program **approach** emphasizes ecological and social sustainability, rigorous design process, and public participation.

**Core faculty** are seasoned professionals, trained in landscape architecture, planning, architecture, permaculture, and regenerative design. Visiting instructors and speakers bring additional depth.

Students combine hand drafting with **technology** such as geographic information systems, computer aided design, and desktop publishing.

Highly motivated students from around the US graduate from the accredited, 10-month **program** with a Master of Science in Ecological Design. They complete three significant projects over three terms.



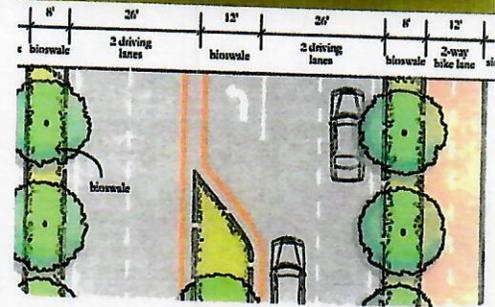
## Conway Student Schedule

Two to three graduate students are assigned to each project and carry out the work over twelve weeks under the close supervision of faculty. Students handle client communications and plan and execute community meetings.

Students work on projects primarily in studio and additionally take classes in ecology, digital design, site engineering, and humanities. They are required to be at school for 40 hours per week, and occasionally use studio time for visits to sites and client meetings.

Conway understands that community meetings often need to occur during the evening, and students are prepared to accommodate these scheduling needs.

## Graduate Student Projects in Sustainable Landscape Planning and Design



Graduate Program in Sustainable Landscape Planning + Design  
**the Conway School**

[www.csld.edu](http://www.csld.edu)

## Why are community projects important at Conway?

Conway projects serve a critical role in each student's education by providing invaluable real-world experience in research, site analysis, collaboration, presentation, designing for various conditions, and grappling with the demands and challenges of a unique client and site.

*If your community or non-profit agency needs design or planning assistance, perhaps a team of graduate students from the Conway School can help!*

## Funding Community Projects

Conway provides community design and planning services under contract and at cost. Please contact us to discuss project scope and fee. While the fee for projects may be substantial for some clients, it does not cover Conway's total cost of each project. When factoring development costs, teaching students on project-specific issues, and faculty oversight, actual project costs are much higher. Conway does not compete with private design firms, but does provide a valuable service for an affordable fee. Many of the urban communities we wish to work with are limited by tight financial resources. If Conway or the community can raise additional funds, certain projects could be undertaken. Please contact the school for more information.



## Community Project Overview

Conway strives for projects touching on a diversity of themes, with unique community needs and site conditions. Community projects occur over two terms:

**Winter Regional Planning Projects** are typically at the district, municipal, or regional scale (100+ acres). These projects are conducted January through March. The final product resembles an extensive report with graphics, site recommendations, and plans.

Examples include but are not limited to:

- **Green and complete streets** plans and designs, bicycle network plans
- **Land management** plans, conservation plans, open space and recreation plans
- **Food security** plans, food system studies, farmland protection plans

### The Process

1. **Contact the school** to learn more about availability, cost, and timing, or to schedule a meeting.
2. After a **preliminary scope of work** has been agreed upon with the school, you will **meet with your student team** at the beginning of the term to develop a proposal and final contract.
3. Over the course of a term (12 weeks), the student team will **conduct site visits, facilitate public meetings**, and under the direct supervision of faculty, **develop a report**.
4. Towards the end of the term, attend the student team's **formal presentation** at the school where the team will present preliminary project

**Spring Site Planning Projects** generally occur at the neighborhood, campus, farm, street, or site scale. These more detailed site design projects are conducted April through June. Final products resemble plan sets with scaled drawings, planting plans, and estimates.

Examples include but are not limited to:

- **Master planning** for campuses and other teaching landscapes
- **Ecological designs** for town centers, streetscapes, and parks
- **Trail design** for public lands and those owned by non-profit organizations



designs and recommendations to a panel of professional critics.

- 5. At the end of the term, **receive copies of the final product**: written documentation of project process and recommendations, with strong graphics and reductions of maps and plans, in digital and print form.

### Contact Information

**CJ Lammers**  
Project Recruitment  
Lammers@csld.edu | 240-460-0607